



4C HS/EHS POLICY COUNCIL MEETING July 22, 2015



Parent Representatives

Chandrea Washington
Elizabeth Massey
Carolina Gil
April Turner
Tina Johnson
Vivian Peña

Representation

Rio Grande
North St
Baker
Lawton
Orlando Day Nursery
Little Angels Family CC

4C Head Start Staff

Gay DeLaughter
Percy Snyder
Yan Ingram
Renea Black
Maria Torres-Southern
Janneth Diaz
Vilmarie Gonzalez
Janice Matos
Michelle Ferkovich
Sofia Rivera
Luz Velez
Damaris Manso
Tatiana Lopez

Head Start Director
Program Manager
Program Manager
Chief Administrative Officer
EHS CCP Finance Analyst
Accounting and Finance Supervisor
HR Generalist
FCP Coordinator
QA Coordinator
Family Advocate
Site Supervisor
Family Advocate
Family Advocate

The meeting was called to order at 6:23 pm by Carolina Gil, Policy Council Vice Chair. The Policy Council Secretary Elizabeth Massey conducted the roll call; there were four parents present at the beginning of the meeting. There was no quorum therefore meeting would be conducted as informational, no approvals would be completed. Throughout the meeting two more parents were able to participate.

Action Items:

Approval of Agenda:

Carolina Gil asked to review the agenda, Janice Matos, FCP Coordinator asked to add an Action Item, Weight Scale for CCP. Document was emailed and added to the packets on site earlier in the day. There were no further questions or changes to the agenda.

Approval of Meeting Minutes from June 24, 2015:

Carolina Gil asked members to review minutes from the PC Meeting on June 24, 2015. There were no questions asked about minutes.

Financial Statements:

HS Financial Statements – April 2015

EHS Financial Statements – April 2015

EHS/CCP Financial Statements – April 2015

Janneth Diaz, Accounting and Finance Supervisor presented the summary of the Financial Statements for HS, EHS and EHS/CCP for the month of April, as well as the credit card information. In-Kind contributions for HS were over \$48,141 over the required amount. HS program remains under staffed; therefore several line items show lower than budgeted YTD. Regarding EHS cash and In-Kind were \$261,696 under the required amount for the current program year. There is a need to continue to encourage volunteer participation. CCP cash and In-Kind were also under the required amount for the current program year. In-Kind is expected to increase once the program is fully operational. Ms. Diaz presented the credit card statements for the month of April. There were no questions asked regarding the April statements and credit card information.

HR Approvals:

Vilmarie Gonzalez, HR Generalist presented the three new hires for HS/EHS HR during the month of June 2015. Ms. Gonzalez then presented the two separations for June 2015 for the program. Ms. Gonzalez continued to present the Policy Council Approvals Supplements also for June 2015. Once HS and EHS were presented, Ms. Gonzalez presented the six new hires for CCP and the three separations from the program. There were no questions regarding the HR reports and no approvals. Janice Matos, informed members that there were two additional documents regarding HR; which were corrections from May 2015 regarding a new hire, Lizandra Toro and copies of the Policy Council Supplement EHS/CCP May 2015 were not included in all the packets. There were no additional questions regarding these documents.

Director's Report:

Gay DeLaughter, Head Start Director presented the current situation in HS/EHS programs stating that modular classrooms are currently being built and the expectation is to be fully operational for the beginning for school. CCP will be enrolling within the following two to three weeks. Contracts for CCP will be signed starting Monday, July 27, 2015. In order to ensure that the Weight Scale for CCP is approved, there will be an Executive Committee meeting after this PC meeting. The approval of the Weight Scale will ensure that enrollment is not delayed any further. There have been recent meetings and phone conferences held with the Office of Head Start in order to ensure that the process to start CCP is effective and in place within the following weeks. In addition, playgrounds are being improved, although they may not be completed by the first day of school, everyone is working diligently on this process. Chandrea Washington, Chair of the Policy Council had a question regarding the Weight Scale and stated that she had not seen this document. Ms. DeLaughter explained that it was added in the

packet this afternoon and that it would be reviewed and voted on during an Executive Committee after the Policy Council meeting. Carolina Gil had a question regarding a statement on the Director's Report regarding summer typically being low attendance and asked for the reason due to the fact that she was not allowed to participate in the summer program. Ms. DeLaughter explained that during summer months there is funding for 75 children through VPK and the children must meet a certain criteria by age (4 years old). Percy Snyder, Program Manager also clarified the slots available to Ms. Gil. Luz Velez, Site Supervisor asked for several minutes to clarify in Spanish this information with Ms. Gil. There were no further questions regarding the information presented by Ms. DeLaughter.

Bylaw Changes:

Janice Matos, FCP Coordinator explained the purpose of the current suggested changes to the Policy Council Bylaws. Ms. Matos explained there were areas that were being eliminated, others were being changed, and others that needed to be voted on. All changes would assist with the goal of obtaining quorum and ensuring parent participation. Carolina Gil had a question regarding parent participation and who can attend Policy Council meetings. Ms. Matos explained that any parent can attend the meetings, but only elected Parent Representatives can vote in Policy Council Meetings. Emphasis was made regarding promoting parent participation and Ms. Matos asked for ideas and suggestions from the parents to be shared in order to increase parent participation. There were no further questions regarding the Bylaws, voting for changes would be completed during the Executive Committee meeting.

Weight Scale:

During the meeting this item was tabled until further review. Ms. DeLaughter informed members that an Executive Committee meeting would be held in order to further discuss this item.

Discussion Items:

Program Instruction:

Gay DeLaughter, Head Start Director explained the Program Instruction, which is provided by the Office of Head Start every time there is a change to the program. At this time, the Performance Standards are being changed and current programs are providing input regarding the suggested changes. Further recommendations will be provided at a later date regarding changes and how they will affect the program.

Other Business:

Carolina Gil asked if there was any other business to be discussed at the meeting. There were no questions or any further information provided during the meeting.

Adjournment:

The meeting was adjourned at 7:04 pm, by Carolina Gil. The next scheduled meeting will be on Wednesday, August 26, 2015 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.

